

**NR\_key\_name:** 1BED7C506F435648852565310067F31E  
**SendTo:** CN=Cathy Rodriguez/O=ARRB @ ARRB  
**CopyTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 10/15/1997  
**DisplayDate\_Time:** 2:56:05 PM  
**ComposedDate:** 10/15/1997  
**ComposedDate\_Time:** 2:55:24 PM  
**Subject:** Re: your tasker

**Body:** Thanks for following through. I am forwarding the material to Tracy, who will decide whether appropriate reminders-updates-announcements should be made.  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**

To: Jeremy Gunn/ARRBcc: From: Cathy Rodriguez/ARRB Date: 10/15/97 02:07:22 PMSubject: your tasker  
You asked me to collect all memos/notes/guidance to staff on filing paperwork and email guidance. I did not include the memo that Noelle originally sent to R&A that you recently updated wherein format of letters/memos etc. was laid out. - Pls let me know if I should. The rest of what I did find is in your in box within file folders. I did ask Chet about any others, but I think he and I will need more time to finish searching the computer for any guidance memos b/c it takes so long to pull up the system Pls let me know how you would like me to proceed. Thanks, Cathy